BY AUTHORITY

Rules and Regulations

OF THE

Department of **Public Instruction**

DEPARTMENT.

(1) The department shall appoint such teathers, principals and super visors as may be deemed necessary and consistent with the laws, rules and regulations relating to public schools, such appointments, if no made for a definite period, to continue during the pleasure of the department; or, if made for a definite period, to continue during said period, subject, however, to termination at any time for cause or upon six

months' written notice.
(2) The department shall provide the examination of applicants for positions in the public schools and persons already teaching, and grant saue and give certificates and diplomas not otherwise provided for by

(3) The department shall:

(a) Prescribe, adopt and en-force the use of a uniform series text books in the public (b) Fix dates for the opening

and closing of the public schools;
(c) Do any and all things necessary to the welfare of the public school system of the Ter-ritory not inconsistent with the laws of the Territory.

(4) The order of business of meet ings of the department shall be as follows, unless otherwise voted: (a) Roll call,

(b) Reading minutes of las

- (c) Reports of superintendent (d) Reports of committees.
 (e) Unfinished business.
- (f) New business.
- THE SUPERINTENDENT.

The duties of the superintender shall be: (1) To preside at all meeting

when present. (2) To cast the deciding vote, in

case of a tie, upon all matters requiring a vote of the commissioners (3) To do all things between meet ings of the commissioners necessar to the proper conduct of the depart-ment, subject, however, to the ap-

proval of the department. SUPERVISING PRINCIPALS. It shall be the duty of each super vising prinicipal:

(1) To have general charge of all the schools in his district, (2) To see that each teacher car-

ries out the requirements of the course of study and the rules and regulations of the department.

(3) To instruct teachers, when no cessary, in the methods of teaching, organization and discipline; also to direct the teachers in the work of making term outlines, lesson plans, etc., and approve them before for warding the same to the department. (4) To see that the registers and

records are properly kept.
(5) To examine plan books and make comments on the same in writing, giving date of visit and time

(6) To keep a full record of his work, showing the time spent in each school, the necessary time spent in traveling and in preparing work for schools, making reports, etc., and to send a copy of this record to the department when called for

(7) To submit to the inspector of shools all information in regard to the schools in his district; term out lines, lessons plans, written work of the pupils, records of his supervision and instruction in teaching, discip line and organization, and all other information that may be necessary for a full and complete inspection of the schools, and generally to do and perform any other duties required by the department, superintendent or inspector.

*

4. PRINCIPALS. It shall be the duty of the princier, in case there should be no

principal, the vice-principal: (1) To classify the pupils of his school and to assign his assistants to the different rooms or grades in ac-cordance with the direction of the supervising principal,
(2) To outline the work of the term

for his assistants in accordance with the course of study.

(3) To make rules and regulations for his assistants and pupils necessary to the proper conduct of the held and length of efficient service, school, to be in conformity with law and the rules and regulations of the department.

(4) To admit and release pupils according to the school law and re-gulations of the department,

(5) To assume and exercise general and frequent supervision over the Cer teaching and discipline of the entire

(6) To be responsible for the pro per care of all school property in his charge, and to make such rules and regulations, in accordance with the school law and the regulations of the department, as are necessary for his teachers to assist him in the same

(7) To see that all registers and records of the school are properly,

by the department are correctly ning of each school year.

Add and promptly transmitted to Competent teachers in undestrable

made and promptly transmitted to the proper authorities.

(8) To make reasonable rules for ule. he conduct of pupils in the school

any public school or private technol any child afflicted with any infecin the above named schools any child found to be afflicted with any infeclous or contagious disease

(10) At the end of the summe term to make and transmit to the department an inventory of all property in his charge belonging to the

(11) To hold himself responsible to the department, through the sup-

fuet of his school in all respects. (13) To be present at school every day at least twenty minutes before

the opening of school.
(13) To perform all other duties re quired by the department, the superintendent, the inspector or the super ising principal.

6. ASSISTANT TEACHERS. It shall be the duty of the assistan

(1) To prepare, with the assistance of the principal or vice-principal, and to place on file at the beginning of the term, a daily program, an out-line of the term's work, and to keep

on file the daily work of the pupils.

(2) To teach the subjects of the course of study as outlined by the principal.

(3) To keep a correct record as in-

dicated by the school register, and to make reports of the same as directed by the department,

(4) To care for the school property and to assist in the supervision of he pupils during intermission, as indicated by the department through the principal of the school,

(5) To be present at school every day at least afteen minutes before he opening of school.

(6) To hold school from 9 a. m. to 2 p. m. all school days, except on the last day of the fall and summer terms, on which days the schools may be closed at noon.

(7) At the end of the summer term to make and transmit to the principal an inventory of all property in his charge belonging to the depart-

(8) To perform all other duties required by the department or any

I. INDUSTRIAL AND REFORMA-

TORY SCHOOLS.
(1) The Department of Public Instruction shall appoint a matron for the Industrial and Reformatory School for Girls and a superintendent for the industrial and Reformatory School for Boys.

(2) The matron and the superin endent of the two above named reform schools shall keep a journal, in which shall be regularly entered the reception, discharge, release, escape or death of each inmate, together with all the particulars relating to such as shall be apprenticed, adopted or put out to work. (See Sec. 233, Revised Laws).

(3) The matron and the superir tendent of the above named schools shall report weekly to the Depart-ment of Public Instruction, the form of such report to be determined by the Department of Public Instruction. 7. PROMOTION OF TEACHERS. SCHEDULE OF TEACHERS' SAL

ARIES. (To take effect September 1, 1911.) (1) The schedules herein contained shall not be considered in the nature of contracts between the teach ers and the department. They may be altered or suspended at any time if the department deems it necessary

beginning of the regular school year, they have taught months. They shall be classified as Elemen-These special schools shall

(3) Assistant teachers obtaining normal diplomas will begin at \$60.00 per month, and receive their maxim salary after seven years of ac

tual service. Teachers having completed the two years collegiate course in the normal school shall begin at \$65,00 per month, receiving the maximum sal-

ary after five years of actual service. (4) Teachers shall be designated as Supervising Principals, Principals, Vice-Principals, Assistants and Spe-

(5) The salaries of assistant tea chers in the elementary schools will be regulated according to the following schedule, based on certificates SALARY SCHEDULE FOR ASSIST

HART SCHEDUL	w ron	VOUIGIT.
ANT TEAC	CHERS.	
	Per	Per
alifications. Year.	Year	Month
rmit to Teach	\$ 480.00	\$40.00
ntinued Permit to)	
each	540.00	45.00
rtificate-		
First Year	. 600.00	50.00
Second year	660.00	55.00
Third year		60.00
Fourth year		60.00
Fifth year		65.00
Sixth year		65.00

Seventh year ... 840.00

Eighth year 900.00

No increases in teachers' salaries

1000.00

Ninth year 960,00

locations may be paid above sched-

(6) Teachers duly certificated takgrounds and on their way to and ing the place of teachers in the elerom school.

(9) No principal shall admit into my public school or private tschool high and normal schools, at the rate any child afflicted with any infector of \$3.50 per day. Substitute teachers tious or contagious disease or retain without certificates shall be paid at such rate, not in excess of the above, as shall be determined by the super-

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(8) The high schools and the nor mal school are recognized as advanced schools of equal class.

Normal training and high school teachers not in charge of departments shall be paid according to the follow ing schedule:

First year, \$900.00. Second year, \$960.00. Third year, \$1,020.00. Fourth year, \$1,080.00. Fifth year, \$1,200.00

Regular teachers in high school and the normal school are paid

(maximur

The principals of the high schools

and the normal school shall receive \$2,400.00 per year; after ten years, \$2,700.00 2,700.00.

A candidate successfully passing
(9) The salaries of supervising this examination will be entitled to

principals, vice-principals, special teachers and teachers in the special chools shall be determined from time to time by the Department of Public Instruction, according to the duties equired of such teachers.
(10) In adopting the foregoing

reduction made in the salary of any person concerned who is at the time employed according to the previou

(11) Except as otherwise provided the salaries of all teachers in gov rnment service are paid in twelve monthly instalments, although the work of the school room is accom-

plished in ten months. (8) VACATION SALARIES

For the purposes of this rule, the school year shall be considered as consisting of ten months of teaching and two months of vacation, viz., July and August, all salaries for each school year terminating August 31.

service of the department at the close (2) Schools shall be classified and to as many tenths of their respectsalaries fixed each year before the ive salaries for July and August as year and on file in the office of the

(b) Teachers whose connection with dustrial or agricultural schools that two terms, or at least six months of certificate was granted. may be established from time to the current year; provided, that those teachers who have been continuously in the service of the department for three or more years, and shall have allowed to take the professional and continued to teach part of the current year, shall be entitled to their time.

pro rata of the vacation salary. terms, or at least six months of the current year, and whose connection with the department is severed before the close of the spring term, shall be entitled to as many tenths and August as they have taught

months of the current year. (c) No teacher's name shall appea school year unless said teacher shall actually begin service at that time, nor shall any teacher receive any compensation in that school year until he or she has actually begun service, unless the failure to begin service is explained to the satisfaction of the department.

DISMISSAL AND TRANSFER OF TEACHERS. (1) A teachers may be dismiss

from the service for cause, after a hearing of the case before the department or authorized agent of the department. The following may be considered as sufficient cause for dis-

(a) Immoral conduct. (b) Insubordination. (c) inefficiency.

75.00

83.33

(d) Conviction of a penal offense. (e) Incurable disease.

for the benefit of the department.

(c), (d) will include cancellation of (2) A teacher may be transferred from one school to another at the discretion of the Department of Public

Instruction. (3) Salaries may be withheld until reports, health certificates, term out-line and inventories are received by

the department.
(4) A teacher may be reduced in salary for fallure to carry out the provisions of the course of study or for violation of the rules and regulations of the department.

10. LEAVE OF ABSENCE. At the discretion of the departmen teacher may, for good and sufficient reason, such as illness, death in the family, etc., be granted a leave of abfor not more than sixty days, on full pay for the first seven days and at half pay for the remainder of the period of absence.

II. EXAMINATIONS AND TEACH-

Examinations for teachers' certifi-cates shall be held annually after the close of the spring term of the schools by the Territorial Board of Exam iners at the time and place designated by the Department of Public Instruc-

Certificates of two grades shall be ssued, viz.:

A. Primary Grade Certificate

B. Grammar Grade Certificate.
(A) Primary Grade Certificate.

The requirements for a Primar; Grade Certificate shall be as follows (1) A written examination in the following subjects: English (literature, history, orthography, composi-tion and grammar), Nature Study, Geography (Hawaiian and general), Hygiene and Physiology, Manual Work, Physical Training, Arithmetic, Music Drawing fillustrative work as indicated in the Course of Study for

Elementary Schools). Standing required, 80 per cent is

ach subject.

Candidates must be at least eighteen years of age and of good moral character.

The candidate who passes this ex amination will be entitled to a per mit to teach for one year in the school to which he is assigned

(2) After one year's experience in teaching, candidates must pass a writ-\$1,000..00 for the first year; second teaching, candidates must pass a writ-and third years, \$1,200.00; fourth to ten examination in the methods of and third years, \$1,200.00; nourth teaching the subjects of the grantenth years, inclusive, \$1,500.00; after teaching the subjects of the grantenth years, \$1,800.00. These teachers taught during the previous year. Standing required, \$0 per cent in each standing of the subjects of the grantenth years, \$1,800.00. subject, and an average standing of 80 per cent in the reports of the supervising principal of their school work during the previous year. candidate successfully

a permit to teach in the school for which the permit is granted for one year. (3) After two years' experience it

teaching, candidates must pass a written examination in methods of teach-ing all the subjects of the Course of Study for Elementary Schools. Standing required, 80 per cent is

each subject and an average standing of 80 per cent in the reports of the supervising principal of the candidate's school work during the previous year. In granting a Primary Grade Cer

tificate, the standing of the candidate shall be determined by the Board of Examiners by considering the follow ing requirements as of equal value:

(a) Academic preparation.
(b) Professional knowledge. (c) Skill in teaching and scho

nanagement. The last requirement shall be de termined from the reports of the su-pervising principal, the report of the inspector of the schools and the writof the spring term shall be entitled ten work of the pupils submitted

No certificated teacher now tary, High, Normal and Special the department has been severed be- ployed by the department shall be fore the close of the spring term shail required to take any examination include Lahainaluna, boys' and girls' not be entitled to any salary for July specified in these rules until the exindustrial schools and any other in- and August, unless they have taught piration of the period for which his

Candidates who have had three or nore years of successful experienc in teaching in this Territory shall be academic examinations at the same

To candidates successfully passing these examinations, Primary Grade Certificates will be granted, which will entitle the holders to teach in any primary school in the Territory Such Primary Grade Certificates shall be granted to all teachers now of their respective salaries for July employed by the department who hold first class Primary Grade Certificates without the requirement of any ex-amination, provided that the holders on the pay roll at the opening of the of such certificates shall have had three years of successful experience. (B) Grammar Grade Certificates.

Candidates for Grammar Grade Certificates must be holders of Primary Grade Certificates granted in this Territory, or their equivalents. Standing required, 80 per cent in ach subject.

Educational requirements: English-based on college entrance equirements. History-based on college entrance

requirements. Geography-commercial, **Hawaiian** and general.

Algebra to quadratics. Plane Geometry four books Elementary Science-physics, phys logy, biology and botany, as per syl labus published by the Department

of Public Instruction. Music-Tonic Sol-Fa and staff nota A teacher may also be dismissed tion.

Professional Knowledge - methods Dismissal for any of causes (a), of teaching subjects of elementary school course; child study and school

management. Candidates may take part of the subjects one year and part at succeeding examinations; provided, how ever, that all the examinations must taken within a period of four years.

In granting a Grammar Grade Cer date shall be determined by the Board of Examiners by considering the following requirements as of equal value:

(a) Academic preparation. (b) Professional knowledge. (c) Skill in teaching and

The last requirement shall be determined from the reports of the su-pervising principal, the report of the inspector of schools and the written shoes and mammoth pompadours I work of the pupils submitted from have not seen, and very sensibly too, time to time during the past year and on file in the office of the Department

of Public Instruction.

These certificates will entitle the to teach in any grammar school of the Territory. Supervising Principals,

Supervising principals shall be ap-pointed by the department at its disretion, but each appointee must be he holder of a Grammar Grade Cerificate or its equivalent.

12. BOARD OF EXAMINERS. There shall be a Board of Exam-iners, composed of the inspector of schools as chairman, and four supervising principals, appointed by the

department for periods of two years. All matters pertaining to examina ion and certification of teachers shall pe referred by the department to the Board of Examiners for its recom

RULES GOVERNING EXAM-INATIONS.
The following rules shall be read and explained to all candidates at the

beginning of each examination: (1) Each candidate shall be fured with a numbered card, on which he shall write his name. He on the headline of each paper given him for the examination. No candidate shall write his name on his paper or otherwise call the attention of those who are to examine and cards shall be sealed immediately and not be opened until all papers have been examined and all work has been finally credited.

(2) Candidates shall communicate with no one except the person in charge of the room. All communica-tion relative to the examination shall to be heard by all candidates in the

(3) Examiners shall not enter into conversation with others than candithey have charge while the examnations are going on. (4) Candidates shall not leave the

room after receiving a paper and before having finished their work the same without permission of the examiner in charge.
(5) Local examiners shall report

to the superintendent any necessary deviations from these rules 14. RECOGNITION OF CREDEN-TIALS. University degrees, normal diplomas, State grammar grade certificates and State life diplomas may be ac-

cepted as the equivalent of our Gramcepted as the equivalent of our Grammar Grade Certificates.

Half time taught elsewhere than in the Territory may be allowed in de-termining the initial salary of assist-

ant teachers in elementary schools.
15. RELIGIOUS INSTRUCTION. No religious instruction shall given in any public school. This is not to be construed so as to interfere with the practice of opening school Chairman Campbell Tells Busstrict in any way the Sunday services as conducted in the public boarding schools, industrial schools or reform-

atory schools. No profane or indecent language should be allowed on the school premises or on the way to or from

Special instruction shall be given the evil effects of the abuse alcoholic drinks and narcotics.

SCHOOL HOLIDAYS.

(1) Holidays when there is to be Labor Day. Thanksgiving Day and the day folwing (Friday) Washington's Birthday.

Decoration Day. Kamehameha Day. Such other days as may be legally proclaimed holidays. (2) On the following holidays the schools are to be in session, with

ome time given to appropriate exer-Arbor Day. Lincoln's Birthday. May Day.

Peace Day. Read and adopted in full this 5th lay of June, 1911. (Signed) WILLIS T. POPE, Superintendent of Public Instruction (Signed) DAISY SMITH,

(Signed) MAY T. WILCON, WORTH O. AIKEN, ELLA H. PARIS, JOHN T. MOIR.

WM. HYDE RICE, Approved: (Signed) W. F. FREAR,

Governor, Territory of Hawaii.

kept, and that all reports as required are to be made except at the begin-from the department whenever, after by the department are correctly ning of each school year. Competent teachers in undestrable partment that such dismissal will be model land forms. The department whenever, after brawing—ability to illustrate his torical stories of Course of Study and brawing and promptly transmitted to competent teachers in undestrable partment that such dismissal will be model land forms. POINT OF VIEW

In The Honolulu Shops

In going about in the shops of Ho-

polulu, one cannot but be especially impressed with the good taste displayed by the salesgirls in choosing their dress for work. This is so seldom the case in cities on the mainland that the condition here is strikingly noticeable. I think I have seen but one girl who made any pretense of finery and gewgaws. High-heeled upon conspicuous jewelry and brightcolored ribbons underneath thin waist materials. Notice the next time that you go shopping and you will see that the girls wear neat, tail-ored shirt-waists, with comfortable turn-down collars, the chief ornament being a bit of lace or embroidery in the form of a chic jabot. have seen also a number of plain, pretty little one-piece frocks which tre most suitable for work.

Moreover, I have never found in any city saleswomen who were more courteous, pleasant and agreeable to deal with than those in Honolulu. Of course I have found exceptions even here. Only yesterday I was forced to quibble for several minutes with an unobliging clerk in a store on Hotel street, concerning a bit of hand emproidery. She objected seriously to lifting down the boxes so that I might see the different patterns (the article was to be a birthday gift and was particular) and finally after heaping coals of fire on her head by thanking her courteously, I went to another store and after being shown the assortment in the particular line shall write the number of this card I wanted, was able to make a satisfactory choice. The very reluctance of the first girl did not encourage purchase, and I feel that doubtle others must have had the same experience. If they also ended by pur credit his work to any means of iden-tifying his or any other paper. All agement would certainly do well to make a change in the matter of help.

This case, was, however, I am sure one of the exceptions rather than the rule. Besides being obliging, most of the girls with whom I have had occasion to deal have been so bright and sunny that my visit to the store was

something of a tonic. Of course one cannot expect clerks to be cheerful all of the time, for there are times when this old world looks blue to them as it does to us all occasionally. And sometimes I think they are almost justified in losing patience with the irritating, aggrevating customers whom they are obliged several blocks the isles are full of to serve. Of course we can't always, tired men who are forced to be "strap find what we want in any one store. hangers' because of the thoughtless-even after the clerks have shown us ness-it really is nothing more than nearly everything in her particular department. But it isn't necessary for us to sweep haughtily out as it were the fault of the saleswoman "An, I'm sorry you haven't what I want and I thank you for your trou

is sure to make the clerk's task much lighter, and create an atmosphere

unshine all round. Shop Early Always Wise, I have been wondering too, why you women who have the splendid privilege of staying at home always leave your shopping until Saturday

afternoon and evening. You have no idea how much you would contribute to the general happiness of everyone if you left the week-end periods for business and professional people who have no other time to shop. Saturday is a hard day at best for all trades people, and a little thoughtfulyour part will do much toness on your part will do much to-ward lightening the load of the work-

And in speaking of shops and shopuntil half a dozen women who came in after him had been served.

That doesn't seem just fair to me pect any more favors at the hands of the butcher or groceryman than are accorded our brothers or hus-bands. The man who stops at the I think we women ought not to exstore on his way from the office at night is no doubt far more tired than we women who happen to be going same time, and doubtless much more

fairs does exist, but I don't know why. Do you? I am inclined to believe that it isn't evidence of any special courtesy on the part of the butcher or baker, but that we just sort of aggressively demand this preeedence. Perhaps that is why our husbands complain if we ask them to do a little shopping for us. What think you?

tempted to say a word about the woman who waits until half past five or six to take the car from downtown home. I mean the woman who has plenty of leisure and who could easily arrange differently if she but gave the matter a thought... Invariably her arms are full of bundles, and if the car is crowded—and it always is at that time of the day with tired men on their way home from work -tommon courtesy demands that she be offered a seat. Often she takes' this without so much as an "I thank you" (another evidence of the ag-gressive taking of things for granted) and after the car has proceeded several blocks the isles are full of

that—of the feminine sex. Really, I'm not worth much in the

Not Hamper Commerce.

The Territorial harbor commission is determined to put a stop to what Chairman Marston Campbell calls on of the greatest abuses of wharf priviloges that exist—the using of local wharves for warehouses. The determination of the commission to stop this will guide it in formulating its final rules for wharf regulation.

So stated Chairman Marston Camp bell of the commission to the busines men assembled at the joint session o the Chamber of Commerce and Morchants' Association yesterday after noon. The meeting was called for the purpose of acting on the report of the special committee of six that consid- terday afternoon from Treasurer Conkered the proposed rules framed by the ling stating that the coin for the Ter-

commission. Chairman T. Clive Davies presented the report, which has already been published in the press. He also presented a letter from the Japanese Mer chants' Association, emphasizing the necessity of plenty of time to handle cargoes here on account of inadequate wharf facilities.

E. D. Tenney moved that the report be adopted in full, as well as the accompanying recommendations of the special committee, and the motion was carried without a dissenting vote. The owners of private wharves, it is understood, are urged to adopt the gen eral rules that the harbor commissio will enforce for Territorial wharves.

Mr. Tenney stated, when the ques tion arese as to action upon the rec ommendations by the commission, that he believed the commission will give due consideration to the expressed wishes of the business organizations. "They are reasonable men." he said. "and I feel confident that they will,

consider these recommendations fully

Chairman Campbell of the com ion thereupon arose and declared on behalf of the commission that it would give due weight to the action of the

nouses out of docks."

ommission must modify its proposed

Governor Frear received a cable yesritorial bond issue was all paid in and

was now on its way to Honolulu. This was in answer to a cable sent esterday morning to the treasurer asking for definite information He eaves for Honolulu this morning, boarding the steamer at San Francisco



ping I am reminded of a condition which a man brought to my attention a short time ago. He asked me why it was that women are always given precedence over a man in a crowded shop. He said that only the night before he had stopped into a meat-market to get a steak for dinner, and had been obliged to wait

some belated shopping there at the eager to reach his home. Counter Courtesy.
I know that this condition of af-

And while on this subject I am

role of preacher, but these are things worth thinking about because they happen every day and "Every day is a little life, and life is but a day re

and impartially before acting."

joint meeting.
"The whole desire of the commis sion," said Campbell, "is to correct abuses that have existed for many, many years, not to hamper commerce. inessmen Harbor Rules Will | We must step one of the greatest abuses that exist—the making of ware-

The session was a short one, nothing coming up but action on the report. As the matter now stands, the rules very much to meet the wishes of the commercial organizations. Some of the members of the commission have already said they will refuse to accede to all of the things asked by the bustness men, and a compromise will probably be effected.

CONKLING SAYS COIN IS NOW ON ITS WAY HERE

Sold by Mill's Hair and Whisher Dye.